



# KeepTrak Inmate Accounting Training Outline

Upon notification of award, KCN and the DE DOC will determine dates and times for review, training, and implementation of the services listed below.

Topics	Training Materials
<b>Individual Inmate Accounting Functions</b>	<ul style="list-style-type: none"> <li>Booking an inmate, Releasing an Inmate, Modify inmate information</li> <li>Demonstrate transaction(s), Deposits/Withdrawals/Voids/Check printing</li> <li>Demonstrate Batch Entry Mode, Reprint receipts, Payroll Entry</li> </ul>
<b>Real time General Ledger</b>	<ul style="list-style-type: none"> <li>Demonstrate ability to see liability and assets in real time</li> <li>Ability to reconcile commissary invoices to GL account</li> <li>Navigation, show check writing from liability account, voiding</li> <li>Daily Trial balance</li> <li>Built in reports, just a click away</li> <li>Withdrawals/Payments to different entities</li> </ul>
<b>Virtual cash drawer</b>	<ul style="list-style-type: none"> <li>Ability to track each transaction from a remote workstation</li> <li>Demonstrate Counting/Proofing/Depositing of Cash Drawers</li> </ul>
<b>Cash drawer manager</b>	<ul style="list-style-type: none"> <li>Show how you can manage all drawers from one location</li> <li>Show history of cash drawer</li> <li>Navigation, show ability to easily count, reconcile and deposit</li> <li>Show ability to easily view deposited drawers</li> <li>System has a built in check against Fraud</li> <li>Easy way to get deposits recorded in to your Bank Account</li> <li>Very Clear Audit Trail-Reports on Cash Drawer</li> <li>Cash Work flow management</li> </ul>
<b>Bank Reconciliation</b>	<ul style="list-style-type: none"> <li>Show how to create new bank reconciliation</li> <li>Show how to reopen a bank reconciliation</li> <li>Show how to operate within a bank reconciliation (locking bank rec's, multi-select)</li> <li>Navigation of bank register</li> <li>research all bank transactions</li> </ul>



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<b>Commissary Module</b>	<u>Demonstrate how to create/ refund commissary orders</u> <u>Send Commissary Orders</u> <u>Transmit Commissary Orders</u> <u>Apply Commissary Restrictions</u>
<b>Reporting</b>	<u>Ever growing library of custom written reports</u> <u>Easily able to customize to facility needs</u> <u>Easily able to export to other formats, Excel, PDF</u>
<b>Advanced Technologies</b>	<u>Deposit Kiosk- Ability to electronically deposit funds onto inmate accounts</u> <u>Edge Housing Unit Kiosk– Inmate (account history, order request, facility information, Booking, Lobby Kiosk</u> <u>Booking Kiosk- Apply commissary funds to a kiosk, reconciliation</u> <u>Release Kiosk- Demonstrate functionality of releasing procedures</u> <u>Secure Release Cards- Demonstrate how to release inmates with a debit release card</u>